



# HARVARD LONGWOOD CAMPUS (HLC) NON-HARVARD DEPARTMENT, TENANT, CONTRACTOR/VENDOR ID APPLICATION

ID # \_\_\_\_\_ / \_\_\_ issue code

**Photo ID Office**  
677 Huntington Ave  
Kresge, Room 119  
Telephone 617-432-0389

Hours of Operation  
Mon-Fri 8am to 4pm

\*Applicant's Name (Print): \_\_\_\_\_  
(Last) (First) (M.I.)  
(\* = required field)

<b>Non-Harvard Department, Contractor/Vendor, or Tenant</b>	
*DOB ____ / ____ / ____	*Email _____
*Company / Institution _____	
*Gender: Male _____	Female _____
*Work Address: _____	
*Work Phone: _____	
*Home Address: _____	
*Home Phone: _____	*SSN (Last Four) _____
*Duration of stay: End Date ____/____/____ (to be completed by Authorizer)	

## Supervisor's or Department Administrators' Authorizing Signature

\*Name (Print): \_\_\_\_\_ \*Signature: \_\_\_\_\_

\*Authorizing person must include **Harvard ID#** \_\_\_\_\_ \*Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### Read and Sign

Your employer is responsible for implementing a worker protection program that is in compliance with all applicable regulations. Your employer is also responsible for identifying and providing the appropriate personal protective equipment (e.g. eye protection, gloves, hard hat, and respirator) to all employees based on the type of work they will be performing. Your employer must provide any required environmental, health and safety training and related job-site supervision to all employees. This training may include, but is not limited to: chemical safety, hazard communications, spill prevention, occupational exposure to blood borne pathogens, lockout/tag out, confined space entry, emergency evacuation, fall protection, ladder safety, hazardous waste management, and personal protective equipment training. Contact your supervisor about your company's safety program.

### Special Notice Regarding Laboratory Animals

The Harvard Longwood Campus is a research facility and has certain inherent risks. Research with laboratory animals has risks. In addition to causing bacterial infection from bites and scratches, some animals carry infectious agents that can be fatal to humans. Exposure to animals can also cause allergic rhinitis, asthma or other reactions. If your job will involve working in an area where others are working with laboratory animals, you may need to complete additional specialized training before you can work in the area. In addition, you may need vaccinations or medical surveillance, from your employer, as determined by the nature of your job. **YOU SHOULD NOT TOUCH, TRANSPORT OR CARRY ANIMALS OR THEIR CAGES, FOOD REFUSE, BEDDING, ETC.** In addition, research animals require special handling practices to protect the animal from human-borne diseases and to protect the human from potential animal borne diseases. If for any reason you come in contact with animals or animal materials and you have not had Animal Care Training, you must notify the Harvard representative for your employer and the Harvard Center for Comparative Medicine (HCCM) at 432-1285. If the presence of animals interferes with your job, contact the HCCM. Do not move animals yourself. Contact the HCCM before entering any animal area. Please sign below to acknowledge that you have read and understand this form.

\_\_\_\_\_  
\*(Name - PRINT)

\_\_\_\_\_  
\*(Sign)

\_\_\_\_\_  
\*(Date)

Bring the signed form to the Photo ID Office (School of Public Health Kresge, Room 119- Monday through Friday (8 am to 4 pm) along with a **valid government issued photo ID card**. The Security Staff member will take your photo and print your ID.